

SEP 26 2003

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

September 21, 2003

RECEIVED

SEP 25 2003

MANAGEMENT SERVICES DIVISION



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Personnel Services Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Personnel Services Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

NOTE: Effective immediately, to re-advertise for the following week, please notify Civilian Personnel Services Section at (213) 485-4084 by 12:00 noon on Wednesday of each week. If notification is not received by the deadline, your advertisement will be deleted.

TRANSFER INFORMATION DEADLINE – September 26, 2003
TRANSFER PUBLICATION DISTRIBUTION – October 10, 2003
TRANSFER EFFECTIVE DATE – October 19, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SENIOR MANAGEMENT ANALYST I

Consent Decree Bureau	Day Watch	Lt. Sargent	(213) 473-4351
(Discrimination Consent Decree Section)			

POLICE SERVICE REPRESENTATIVE III

Communications Division	Various	Annie Auzenne	(213) 485-4455
(Metro Central Dispatch Center)			
(Valley Central Dispatch Center)			

CLERK TYPIST

Van Nuys Area
(Records Unit)

AM Watch

Madelen Davis

(818) 756-8313

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR SYSTEMS ANALYST I

Emergency Command Control
Communications Systems Division

Day Watch

Elia Fernandez

(213) 847-4734

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division
(Alarms Section)

Day Watch

Yolanda Mendo or
Donna Munoz

(213) 473-5063

MANAGEMENT ANALYST II

Hollenbeck Area
(CAD Unit)

Day Watch

Elisa Torres

(323) 526-3010

Operations-West Bureau

Day Watch

Renee Robinson

(213) 473-0277

Pacific Area

Day Watch

Sgt. Reina

(310) 202-4571

Personnel Division

(Civilian Personnel Services Section)

Day Watch

Kathy Sheehan

(213) 485-4084

Personnel Group

Day Watch

Sgt. Berglund or
Gloria Eclipse

(213) 485-8890

Recruitment and Employment
Division

(Two positions)

Day Watch

Patrick Woo

(213) 485-0570

West Valley Area

Day Watch

Sgt. Roth

(818) 756-8541

BACKGROUND INVESTIGATOR I

Personnel Division

(Civilian Employment Unit)

Day Watch

Kathy Sheehan

(213) 485-4084

PRINCIPAL CLERK POLICE III

Hollywood Area
(Records Unit)

Day Watch

Priscilla Scimonetti

(213) 485-4301

MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Three positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Administrative Section)	Day Watch	Lisa Folsom	(213) 485-3495
North Hollywood Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Danielle Statland	(818) 623-4073
Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
West Valley Area (Detective Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sue Warneck	(818) 756-8591

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722

SENIOR CLERK TYPIST

Continuing Education Division (Training and Support Section) (Two positions)	Day Watch	Judy Wright	(310) 342-3764
Critical Incident Investigation Division (Administrative Section) (5/40, 9/80 and 4/10 schedules available) (Two positions)	Day Watch	Lt. Dobine	(213) 485-4011
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Fleet Services Section) (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868

CLERK TYPIST

Critical Incident Investigation Division (Administrative Section)	Day Watch	Lt. Dobine	(213) 485-4011
Devonshire Area (Records Unit)	AM Watch	Joyce Hannah-Vincent	(818) 756-8287
Hollywood Area (Records Unit)	Day Watch	Hope Leal	(213) 485-4311
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Personnel Records Section)	Day Watch	Monica Lee	(213) 485-5245
Risk Management Group	Day Watch	Det. Baeza	(213) 978-7080
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Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area (Records Unit)	Various	Gloria Jones	(213) 485-4171
South Traffic Division	Day Watch	Det. Sherman	(323) 290-6063
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Detective Section)	Day Watch	Sue Warneck	(818) 756-8553
Wilshire Area (Records Unit)	Day Watch	Jeanne Austin	(213) 485-4031


THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

SEP 15

ADT

September 14, 2003

RECEIVED

SEP 15 2003

MANAGEMENT SERVICES DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: **CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

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TRANSFER INFORMATION DEADLINE – September 26, 2003
TRANSFER PUBLICATION DISTRIBUTION – October 10, 2003
TRANSFER EFFECTIVE DATE – October 19, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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POLICE SERVICE REPRESENTATIVE III

Communications Division	Various	Annie Auzenne	(213) 485-4455
(Metro Central Dispatch Center)			
(Valley Central Dispatch Center)			

CLERK TYPIST

Van Nuys Area
(Records Unit)

AM Watch

Madelen Davis

(818) 756-8313

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR SYSTEMS ANALYST I

Emergency Command Control Communications Systems Division	Day Watch	Elia Fernandez	(213) 847-4734
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SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Consent Decree Bureau (Discrimination Consent Decree Section)	Day Watch	Lt. Sergeant	(213) 473-4351
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Records and Identification Division (Two positions)	Various	Carl Paneno	(213) 485-2605
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Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106
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MANAGEMENT ANALYST II

Facilities Management Division (Facilities Maintenance Section)	Day Watch	Cora Constantino	(213) 847-1439
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Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
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Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
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Records and Identification Division (Administrative Section)	Day Watch	Carl Paneno	(213) 485-2605
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Recruitment and Employment Division (Recruitment Section)	Day Watch	Patrick Woo	(213) 485-0570
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Risk Management Group (Discovery Section) (Risk Analysis Section) (Six positions)	Day Watch	Melissa Krance	(213) 978-2106
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MANAGEMENT ANALYST II (CONT'D)

South Traffic Division (Adjutant position)	Day Watch	Cheryl Breaux	(213) 485-7418
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
West Valley Area	Day Watch	Sgt. Roth	(818) 756-8541

BACKGROUND INVESTIGATOR I

Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
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PRINCIPAL CLERK POLICE III

Southwest Area (Records Unit)	Day Watch	Sgt. Jones	(213) 485-2581
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Three positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
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Metropolitan Division (CAD Unit)	Day Watch	Armi Cordeta	(213) 485-4015
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North Hollywood Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Danielle Statland	(818) 623-4073
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Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
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Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
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Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
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Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605
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West Valley Area (Detective Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sue Warneck	(818) 756-8591
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PRINCIPAL CLERK POLICE II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
Records and Identification Division (Two positions)	Various	Carl Paneno	(213) 485-2605

SECRETARY

Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

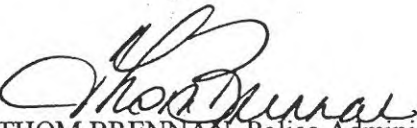
Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Continuing Education Division (Training and Support Section) (Two positions)	Day Watch	Judy Wright	(310) 342-3764
Information Technology Division (Two positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

CLERK TYPIST

Commercial Crimes Division (Three positions)	Day Watch	Det. Mulldorfer	(213) 485-4131
Devonshire Area (Records Unit)	AM Watch	Joyce Hannah-Vincent	(818) 756-8287
Information Technology Division	Day Watch	Tita Zara	(213) 473-4282
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905

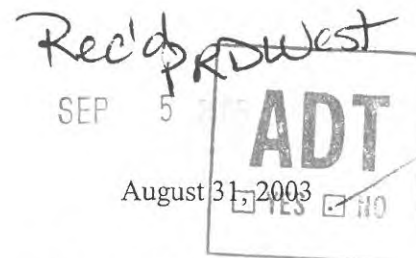
CLERK TYPIST (CONT'D)

Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Juvenile Division (Abused Child Unit) (9/80 and 4/10 schedules available)	Day Watch	Det. Pauly	(213) 485-4220
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Personnel Records Section)	Day Watch	Monica Lee	(213) 485-5245
Professional Standards Bureau (Administrative Records Section) (Two positions)	Various	Linda Ramirez	(213) 485-4152
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
Southwest Area	Day Watch	Sgt. Jones	(213) 485-2709
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313


THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division
Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE



RECEIVED
SEP 03 2003
MANAGEMENT SERVICES
DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE

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MANAGEMENT ANALYST II

Audit Division	Day Watch	Marilyn Molloy	(213) 485-0644
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SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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SENIOR CLERK TYPIST

Audit Division (Three positions)	Day Watch	Marilyn Molloy	(213) 485-0644
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CLERK TYPIST

Foothill Area (Records Unit) (4/10 schedule available)	Day Watch	Sandy McLeod	(818) 756-8867
Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313

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SENIOR SYSTEMS ANALYST I

Emergency Command Control Communications Systems Division	Day Watch	Elia Fernandez	(213) 847-4734
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SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Operations-Valley Bureau	Day Watch	Det. Neglia	(818) 756-8063
Records and Identification Division (Two positions)	Various	Carl Paneno	(213) 485-2605
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Fiscal and Technical Services Bureau (Administrative Section) (Contract Section) (Two positions)	Day Watch	Lt. Yacoubian	(213) 485-3277
Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
Office of the Chief of Police (COMPSTAT) (Two positions)	Day Watch	Capt. Schick	(213) 485-6231
Operations-West Bureau	Day Watch	Renee Robinson	(213) 473-0277
Pacific Area	Day Watch	Micki Saito	(310) 202-4588
Pacific Area (Adjutant position)	Day Watch	Sgt. Reina	(310) 202-4588
Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084

MANAGEMENT ANALYST II (CONT'D)

Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
Records and Identification Division (Administrative Section)	Day Watch	Carl Paneno	(213) 485-2605
Recruitment and Employment Division	Day Watch	Patrick Woo	(213) 485-0570
Risk Management Group (Discovery Section) (Five positions)	Day Watch	Melissa Krance	(213) 978-2106
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
Technical Services Group (Administrative Section)	Day Watch	Sgt. Atwater	(213) 473-5001

PRINCIPAL CLERK POLICE III

Hollywood Area (Records Unit)	Day Watch	Priscilla Scimonetti	(213) 485-4301
Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
Southwest Area (Records Unit)	Day Watch	Sgt. Brown	(213) 485-2581

MANAGEMENT ANALYST I

Chief of Support Services (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Stephen Thorne	(213) 485-2902
Commission Investigation Division (Alarms Section) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Three positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
Continuing Education Division (Training Coordination Unit) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Two positions)	Day Watch	Kathi Moreland	(213) 485-3161
Continuing Education Division (Training and Support Section) (Will consider Management Assistant or Management Aide in lieu) (Three positions)	Day Watch	Michele Claiborne-Thompson	(310) 342-3183
Boothill Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Marisa Sitter	(818) 834-3132

MANAGEMENT ANALYST I (CONT'D)

Foothill Area	Day Watch	Andrea Moore	(818) 756-8860
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Metropolitan Division (CAD Unit)	Day Watch	Armi Cordeta	(213) 485-4015
Motor Transport Division	Day Watch	Lisa Folsom	(213) 485-3495
North Hollywood Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Danielle Statland	(818) 623-4073
Office of the Chief of Police (COMPSTAT)	Day Watch	Sgt. Orlando	(213) 847-0080
Operations-South Bureau (COMPSTAT) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Ofcr. Marrone	(213) 485-6990
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605
Southeast Area (CAD Unit)	Day Watch	Shanda Wright	(213) 485-9225
West Valley Area (Detective Section)	Day Watch	Sue Warneck	(818) 756-8591

PRINCIPAL CLERK POLICE II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
Records and Identification Division (Two positions)	Various	Carl Paneno	(213) 485-2605

SECRETARY

Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Harbor Area	Day Watch	Jennifer Ramclam	(310) 548-7601
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101

SECRETARY (CONT'D)

Office of the Chief of Police (COMPSTAT)	Day Watch	Sgt. Orlando	(213) 847-0080
Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101
Pacific Area	Day Watch	Sgt. Reina	(310) 202-4571
Van Nuys Area	Day Watch	Sgt. Gottchalk	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Communications Division (Timekeeping Section) (Four positions)	Various	Vera Luna	(213) 978-6527
Continuing Education Division (Training and Support Section)	Day Watch	Judy Wright	(310) 342-3764
Critical Incident Investigation Division (Administrative Section) (Two positions)	Day Watch	Lt. Dobine	(213) 485-4011
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605
Technical Services Group (Administrative Section)	Day Watch	Sgt. Atwater	(213) 473-5001

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Commercial Crimes Division (Three positions)	Day Watch	Det. Mulldorfer	(213) 485-4131
Critical Incident Investigation Division (9/80 or 4/10 schedule available)	Day Watch	Lt. Dobine	(213) 485-4011
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Devonshire Area (Records Unit)	AM Watch	Joyce Hannah-Vincent	(818) 756-8287
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Harbor Area (Records Unit)	Day Watch	Sheila Woolfolk	(310) 548-7614
Hollywood Area (Records Unit) (Area Office) (4/10 schedule available) (Six positions)	Various	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Pacific Area	Day Watch	Sgt. Reina	(310) 202-4571
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Personnel Records Section)	Day Watch	Monica Lee	(213) 485-5245

CLERK TYPIST (CONT'D)

Rampart Area (9/80 or 4/10 schedule available) (Two positions)	PM Watch	Sharon Green	(213) 485-4071
Scientific Investigation Division (Criminalistics Lab) (Administrative Section) (Three positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Southeast Area (Records Unit) (Two positions)	Various	Dorothy Wiley	(213) 485-6918
Southwest Area	Day Watch	Sgt. Jones	(213) 485-2709
Southwest Area	Day Watch	Det. Webster	(213) 485-2710
Valley Traffic Division	Day Watch	Yvette Martin-Spates	(818) 756-8514
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551
Wilshire Area (Records Unit)	Day Watch	Jeanne Austin	(213) 485-4031

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division
Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

RECEIVED

August 3, 2003

ADT
☐ YES ☒ NO

AUG 04 2003

MANAGEMENT SERVICES DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Personnel Services Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Personnel Services Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – August 27, 2003
TRANSFER PUBLICATION DISTRIBUTION – September 12, 2003
TRANSFER EFFECTIVE DATE – September 21, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SENIOR MANAGEMENT ANALYST I

Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
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SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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CLERK TYPIST

Foothill Area (Records Unit)	Day Watch	Sandy McLeod	(818) 756-8867
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Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313
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THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Fiscal Operations Division	Day Watch	Marianne Blodgett	(213) 485-3836
Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
Information and Communications Services Bureau	Day Watch	Rick Provencio	(213) 485-0633
North Hollywood Area (Detective Adjutant)	Day Watch	Margie Coffey	(818) 623-4045
Pacific Area	Day Watch	Micki Saito	(310) 202-4588
Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
Recruitment and Employment Division	Day Watch	Patrick Woo	(213) 485-0570
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
Van Nuys Area (Area Adjutant) (9/80 schedule available)	Day Watch	Sgt. Gottschalk	(818) 756-9952

PRINCIPAL CLERK POLICE III

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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MANAGEMENT ANALYST I

Chief of Support Services (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Stephen Thorne	(213) 485-2902
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MANAGEMENT ANALYST I (CONT'D)

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
Continuing Education Division (Training Coordination Unit) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathi Moreland	(213) 485-3161
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
North Hollywood Area (CAD Unit)	Day Watch	Danielle Statland	(818) 623-4073
Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Ofcr. Marrone	(213) 485-6990
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605

PRINCIPAL CLERK POLICE II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605

SECRETARY

Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Harbor Area	Day Watch	Jennifer Ramclam	(310) 548-7601
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101

SECRETARY (CONT'D)

Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Van Nuys Area	Day Watch	Sgt. Gottchalk	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Audit Division	Day Watch	Susan Sugahara	(213) 485-0644
Commercial Crimes Division	Day Watch	Det. Mulldorfer	(213) 485-4131
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Planning and Research Division (4/10 schedule available) (Parking available)	Day Watch	Valerie Lockhart	(213) 485-2633
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Commercial Crimes Division (Three positions)	Day Watch	Det. Mulldorfer	(213) 485-4131
Critical Incident Investigation Division (9/80 or 4/10 schedule available)	Day Watch	Lt. Dobine	(213) 485-4011
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201

CLERK TYPIST (CONT'D)

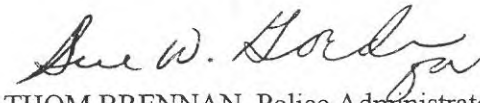
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Harbor Area	Day Watch	Lt. Angelos	(310) 548-4233
Hollenbeck Area	PM Watch	Pauline Richards	(213) 485-2947
Hollywood Area (Records Unit) (Area Office) (Three positions)	Various	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
North Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Pacific Area	Day Watch	Sgt. Reina	(310) 202-4571
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division (Administrative Unit) (9/80 or 4/10 schedule available)	Day Watch	Sgt. Kelly	(213) 473-6425
Rampart Area (9/80 or 4/10 schedule available) (Two positions)	PM Watch	Sharon Green	(213) 485-4071
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185

CLERK TYPIST (CONT'D)

77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Southeast Area	Day Watch	Sgt. Goddard	(213) 485-6923
Southwest Area	Day Watch	Ernestine Whitfield	(213) 485-2591
Southwest Area	Day Watch	Det. Webster	(213) 485-2710
Training Division	Day Watch	Rosalyn Hawes	(310) 342-3086
Valley Traffic Division	Day Watch	Yvette Martin-Spates	(818) 756-8514
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**



JUL 30 2003
MANAGEMENT SERVICES
DIVISION

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – August 1, 2003
TRANSFER PUBLICATION DISTRIBUTION – August 15, 2003
TRANSFER EFFECTIVE DATE – August 24, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SENIOR MANAGEMENT ANALYST I

Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
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SENIOR CLERK TYPIST

Professional Standards Bureau (Administrative Records Section)	Day Watch	Linda Ramirez	(213) 485-4152
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CLERK TYPIST

Foothill Area (Records Unit)	PM Watch	Sandy McLeod	(818) 756-8867
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Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313
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THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Fiscal Operations Division	Day Watch	Marianne Blodgett	(213) 485-3836
Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
Information and Communications Services Bureau	Day Watch	Rick Provencio	(213) 485-0633
North Hollywood Area (Detective Adjutant)	Day Watch	Margie Coffey	(818) 623-4045
Pacific Area	Day Watch	Micki Saito	(310) 202-4588
Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
Recruitment and Employment Division	Day Watch	Patrick Woo	(213) 485-0570
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
Van Nuys Area	Day Watch	Sgt. Gottschalk	(818) 756-9952

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Hollenbeck Area	Day Watch	Art Pacho	(213) 485-2941
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MANAGEMENT ANALYST I

Chief of Support Services (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Stephen Thorne	(213) 485-2902
Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
Continuing Education Division (Training Coordination Unit) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathi Moreland	(213) 485-3161
Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Joseph Marrone	(213) 485-6990
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605
Wilshire Area	Day Watch	Lt. Owens	(213) 473-0425

PRINCIPAL CLERK POLICE II

Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605
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SECRETARY

Commercial Crimes Division	Day Watch	Steve Mulldorfer	(213) 485-4131
Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Harbor Area	Day Watch	Jennifer Ramclam	(310) 548-7601
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101

SECRETARY (CONT'D)

Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Van Nuys Area	Day Watch	Sgt. Gottchalk	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Commercial Crimes Division	Day Watch	Corinne Leinen	(213) 485-4131
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Planning and Research Division (4/10 schedule available) (Parking available)	Day Watch	Valerie Lockhart	(213) 485-2633
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Commercial Crimes Division (Three positions)	Day Watch	Corinne Leinen	(213) 485-4131
Critical Incident Investigation Division (9/80 or 4/10 schedule available)	Day Watch	Lt. Dobine	(213) 485-4011
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201

CLERK TYPIST (CONT'D)

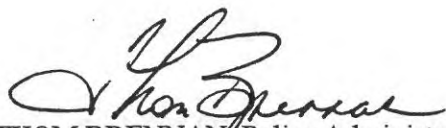
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollenbeck Area	PM Watch	Pauline Richards	(213) 485-2947
Hollywood Area (Records Unit) (Area Office) (Three positions)	Various	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division (Administrative Unit) (9/80 or 4/10 schedule available)	Day Watch	Sgt. Kelly	(213) 473-6425
Rampart Area	Day Watch	Sharon Green	(213) 485-4071
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Southeast Area	Day Watch	Sgt. Goddard	(213) 485-6923
Southwest Area	Day Watch	Ernestine Whitfield	(213) 485-2591

CLERK TYPIST (CONT'D)

Special Operations Support Division	Day Watch	Sgt. Delgadillo	(213) 473-8476
Training Division	Day Watch	Rosalyn Hawes	(310) 342-3086
Valley Traffic Division	Day Watch	Yvette Martin-Spates	(818) 756-8514
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE